

ONLINE ORDERING INSTRUCTIONS

You will need to know your customer number in order to find out when your delivery is scheduled for and what is being offered. To locate your “*Customer Number*” click on “*Childcare Customer Number List*” link and scroll down until you find your childcare name (note: the list is alphabetical).

Click the back button found in the upper left hand corner above the address bar. This will bring you back to our main website. Click on “*Childcare Delivery Calendar*” and find the day your customer number appears. This is the day your delivery is scheduled for.

Find and click on your customer number and the offering will be displayed. Print out the page and make any changes to the order (Place a line and make a zero next to the item(s) you do not want), but **please do not order more than you are allocated.**

Click the back button until you are back to our main website. Next click on “**B Items.**” Print out the page and put the number requested in the box next to the product you wish to receive with your order. Fax this with your order.

When you have completed your order, fax it to our office (fax # below). We require you fax your order to us 3-5 days prior to your delivery date.

FAX NUMBER 271-6475